



EXTERNAL JOB POSTING

Events Coordinator

Full-time, Permanent position.

Bargaining Unit/ Starting Salary- \$52,578 – 53,814 (Category 2)

WHO WE ARE

ACT works to reduce new HIV infections in Toronto and promotes the independence, dignity, health, and well-being of people living with HIV and AIDS and those at increased risk of HIV.

ACT does this through a variety of programs and services for women, young people and gay, bi, queer men including one-on-one counselling, psychosocial and social support groups, and harm reduction and outreach services, both online and in community. ACT produces sexual health information campaigns to help priority populations make informed choices about their sexual and mental health and offers a one-of-a-kind employment services program for people living with HIV and 2SLGBTQ+ people on ODSP income supports. ACT serves all in the community who are living with or concerned about HIV, with over 50% of people accessing services from BIPOC communities and other communities of colour.

WHY WORK WITH US?

Permanent employees are entitled to:

- Comprehensive group health and dental benefits from start date of employment
- Defined contribution pension plan after one year of employment.
- Three weeks' vacation in your first year of employment; four weeks' vacation after one year.
- Generous sick day allotment.

All staff have access to:

- Employee Assistance Program.
- Training and development opportunities.
- Opportunities to participate in various committees that allow for learning and collaboration across the organization.
- Organizational commitment to work-life balance.
- Opportunity to contribute meaningfully towards improving the sexual, mental, and emotional health of people living with HIV and those at increased risk in our community.

ABOUT THE OPPORTUNITY

We are currently looking for an **Events Coordinator** to join our team!

JOB SUMMARY

The Events Coordinator plans, implements, and evaluates signature philanthropy events, as well as third party events.

This role provides leadership in all areas relating to event management. As a member of the Philanthropy Team this role will assist with event activities throughout the year as well as building ACT's corporate partnerships portfolio.

Specific duties and responsibilities will also include, but are not limited to the following and may be subject to change:

RESPONSIBILITIES

Event Management

- Oversees all aspects (planning, logistics, marketing, etc.) of ACT signature events (SNAP, Together Towards Zero World AIDS Day Luncheon, etc.), acting as main staff contact for event volunteers and planning committees.
- Working with members of the Fund Development Team, supports the development and leads the execution of donor cultivation, stewardship and planned giving events.
- Responsible for updating/refreshing and/or development of sponsorship packages for signature events.
- Works with Director of Philanthropy and any event committees to identify and adhere to overall revenue goals, monitor expenses, and coordinate the processing of purchase orders and invoices for all events.
- Prepares signature event budgets, developing revenue targets, monitoring expenses, and participates in financial analysis and debriefing of all events.
- Manages the creation of promotional materials for special events in consultation with the Communication Coordinator and Director of Philanthropy.
- Oversees the creation of the SNAP catalogue in consultation with the Communications Coordinator and Director of Philanthropy.
- Works with event committee Chair and/or Co-chairs to ensure implementation of event logistics where appropriate. Ensures committee meeting actions are documented and distributed.
- Develops and maintains appropriate, up-to-date planning documents including work plans, timelines, or critical paths for each event; facilitates event evaluation procedures and recommendations for event growth and improvements.
- Provides planning committee and event logistics support for select fundraising events planned by community members in support of ACT.
- Prepares a custom stewardship report to financial and in-kind sponsors/supporters of signature events within six weeks post-event.

- Represents ACT to event stakeholders.
- Oversees tallying of ticket sales using designated software and prepares reports for Steering Committees on ticket sales, tracking response against prior years.

Corporate Sponsorship

- Works with the Director of Philanthropy to identify, cultivate, solicit, recognize, and maintain relationships with corporate and in-kind partners.
- Act as the primary solicitor and relationship holder with 30-40 sponsors and prospects.
- Develops and maintains community contacts to assist in the pursuit of new opportunities.
- Provides back-up to the Director of Philanthropy when dealing with corporate partners.
- Through stewardship and event implementation, ensures promises made to supporters in the sponsorship/gift agreement are fulfilled.

Community/Third Party Events and Signature Event Support

- Oversees ACT's Community & Third-Party event portfolio, including reviewing proposed event plans by Community Fundraisers and facilitating the review and signing of Community Event agreements.
- Engages with and acts as the main point of contact for Community & Third-Party Event organizer, contributing to and assisting with execution of a growth plan for Community Events.
- Responsible setting revenue targets for the Community Event portfolio and working towards the goal of securing 2-3 Community Events each year, working to maintain and renew existing event relationships.
- Where possible, finds solutions and facilitates Community Fundraisers in use of ACT web-based resources (i.e., Raiser's Edge) to support organizers with their fundraising initiatives for ACT.

Volunteer Management

- Working closely with the Volunteer Coordinator, recruits leadership volunteers for roles to support special events and creating event volunteer plan and role descriptions.
- Supports the resolution of conflicts and performance issues of volunteers alongside the Volunteer & Education Coordinator and assists with orientation, training, and recognition of event volunteers.
- Provides support, and direction, when necessary, to members of event committees (i.e., SNAP Curatorial Committee).

Administration and General Duties

- Prepares monthly reports as required.
- Participates on internal and external committees to achieve goals of the organization.
- Contributes to newsletter articles, press releases, presentations and promotional material.
- Keep up to date records in the donor database.

Qualifications

- Proven event coordination experience. Community college diploma and/or three plus years of fundraising and event coordination experience, including liaison with volunteers, event planning, implementation, and evaluation. Related work experience with a not-for-profit organization.
- Ability to work cohesively within a team as well as independently.
- Ability to develop cooperative working relationships and maintain a high level of professionalism.
- Excellent interpersonal and communication (oral, written, visual) skills.
- Demonstrated organizational and planning skills and ability to multi-task.
- Commitment to advancing a culture of philanthropy and pursuing professional development opportunities.
- Self-motivator who is detail oriented/accurate and can effectively meet deadlines and work well under time constraints.
- Ability to work flexible hours when required.
- A valid driver's license an asset.
- Sensitive to issues of diversity and accessibility.
- Knowledge and understanding of the complexity of issues related to HIV and AIDS.
- In addition to compliance with all organizational policies and procedures, the incumbent is also expected to work in a manner that aligns with ACT's values, demonstrate competence in effective communication and team building, demonstrate effectiveness in working in a collaborative environment, and demonstrate confidence in decision-making and in establishing relationships.

JOIN US!

Two step application process:

Step 1) Send your cover letter and resume to: careers@actoronto.org Please include the job title in the subject line.

Step 2) Complete the following Equity Questionnaire: [ACT Equity Questionnaire](#)

As part of ACT's Equity Hiring Strategy, we are committed to advancing employment equity and reducing barriers to employment for equity deserving groups. We are looking for qualified candidates from any of the following under-represented groups:

- Racialized Persons
- Indigenous Persons

- Persons living with Disabilities (this includes individuals living with HIV and AIDS)

The deadline date to apply is Friday, May 26, 2023, at 5:00pm.

ACT thanks all applicants for their interest, however only candidates selected to participate in the recruitment process will be contacted.

ACTS COMMITMENT TO EQUITY AND ACCESSIBILITY

ACT is committed to employment equity and fair and accessible employment practices. ACT encourages people living with HIV/AIDS, visible members of the BIPOC community, people from the communities most affected by HIV/AIDS and persons with culturally diverse backgrounds to apply and self-identify. Accommodations will be provided for job applicants with disabilities, where needed and upon request, to support their participation in all aspects of the recruitment process. *ACT is committed to and adheres to the principles of the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA).*

To learn more about us, please visit our website at: www.actoronto.org